

What is Flex?

- Flex is an additional learning opportunity for students to seek learning support or extension opportunities.
- There is time for students to:
 - Go over what they need for a second time
 - Expand their knowledge by going deeper into a concept or content domain
- Flexible Grouping should include time for ESOL, Intervention, ALPs/DALI, Special Education & Special Programs' small groups to meet.
- It can be driven by teacher invitation or student choice.
- The daily Flex Learning block is designed for students to seek academic assistance from teachers.
- The only difference is that we have targeted this block for rotational period support throughout the week so students have a schedule they can follow where they know when each period's learning support is offered.

What are office hours?

- Office Hours/Connection Time is where we expect teachers to actively make contact with guardians or support students directly who may need extra help.
- If we are worried about students falling through any cracks in the virtual world, we have given teachers ample time to reach out to these students to assist them during the school day.
- Teachers may also use their Office Hours to meet with students to support their learning.
- Students may request Office Hours appointments for support as well.
- Parents may request time to discuss their student during Office Hours.

Flex tips:

Create and post a [schedule](#) so that students know the topic(s) for each Flex period, if the teacher intends to use the time for review or reteaching.

- 1) Develop norms for how students drop in. For example, you could have students sign in with a google form or in the chat upon entering.
- 2) This is a time that you can invite students to attend based on the topic and needs. Set up [multiple Google Meets](#) so students can study together while they wait for teacher assistance.
- 3) Be flexible with how you organize your Flex time. Consider using extension activities, [games](#) for review or practice, re-teaching activities or social-emotional connections.

Office hours tips:

- Teachers are expected to have work with groups of students in the office hours block.
- These tools for are easy to use as formative assessments:
 - [Google Forms](#)
 - [Quizlet](#)
 - [Nearpod](#)
 - [Jamboard post-its](#)
- Collaborate with co-teachers to host differentiated small groups.
- Provide [specific feedback](#) on assignments in advance to guide small group discussions
- Use Google Voice to contact parents to share information and good news about students.

Tips for both:

- 1) Teachers are required to be present online (**signed in to an active google meet**) for all flex and office hours sessions.
- 2) Develop a [system](#) for students to request assistance.
- 3) Develop a system for inviting students and invite them at least a day in advance, especially our students most in need of support.
- 4) Develop a [system](#) for tracking students who drop in and invited students who don't attend. Keep attendance records for all flex and office hours periods.
- 5) Follow up with students, parents, administrators, and/or counselors as necessary for students who are invited but do not attend.